



INSTRUCTIONS FOR PROCESSING AN APPROVED SHIFT PREMIUM



When a request for shift premium has been approved by the Personnel Cabinet, it is necessary to apply that premium to all employees in the agency who are regularly assigned to work an evening or night shift in the job classification for which the shift premium was approved. This amount is not to be part of the employee's base pay or wages. (Note: An employee shall not receive a shift premium after shift reassignment, transfer, promotion or demotion to a position that is ineligible for a shift differential premium.)

Follow the steps below to apply this premium to each impacted employee.

Changing the shift premium indicator:

This will allow for coding the approved shift premium beginning with the effective date.

Log into the KHRIS GUI.



Enter the Transaction code (**PA30**) in the command field

Click the **green check**

Maintain HR Master Data

Personnel no. **1720**

Name **Andrea Lane** Status **Active**

EE group **B** Non-Chapter Personnel area **0001** Executive

EE subgroup **02** ASC Salary 37.5 Pers. subarea **1001** FT N-Exempt

Basic personal data Payroll Benefits **Time** Taxes Planning Data

Infotype text S..

0007 Planned Working Time	✓
0050 Time Recording Info	✓
2001 Absences	
2002 Attendances	
2003 Substitutions	
2006 Absence Quotas	
2007 Attendance Quotas	
2010 Employee Remuneration Info	
2012 Time Transfer Specifications	

Period

☐ Period From **01/01/1800** To **12/31/9999**

☐ Today ☐ Curr.week

☒ **All** ☐ Current month

☐ From curr.date ☐ Last week

☐ To Current Date ☐ Last month

☐ Current Period ☐ Current Year

Direct selection

Infotype **7** STy

Enter the required fields for a quota correction that include:

- Enter the **PRNR** in the “Personnel no.” field
- Enter **7** in the “Infotype” field
- Select **All** Radio button in the Period section
- Click the **Overview** button

List 0007 Planned Working Time

Personnel No **1720** Name **Andrea Lane**

EE group **B** Non-Chapter Personnel area **0001** Executive Status **Active**

EE subgroup **02** ASC Salary 37.5 Pers. subarea **1001** FT N-Exempt

Choose **01/01/1800** **12/31/9999**

Start Date	End Date	WS rule	T	Empl.	MoHrs	Wk.hrs	Hrs/Da	Wk...	P LI	S..
5/01/2010	12/31/9999	A375/VY3	1	100.00	162.50	37.50	9.38	4.00		10

Select the **box** to the left of the current work schedule

Click the **Copy** button.

Copy 0007 Planned Working Time

Personnel No **1720** Name **Andrea Lane**

EE group **B** Non-Chapter Personnel area **0001** Executive Status **Active**

EE subgroup **02** ASC Salary 37.5 Pers. subarea **1001** FT N-Exempt

Start **8/16/14** To **12/31/9999**

Work schedule rule

Work schedule rule **A375/VY3** OFF9.59.59OFFOFF

Time Mgmt status **1 - Time evaluation of actual times**

Working week **Sunday thru Saturday**

☐ Part-time employee Shift Premium Ind. **84**

Enter the Effective date for which the shift premium was approved to start in the **Start** field

Enter the approved shift premium in the **Shift Premium Ind.** field:

Options:

10 = First Shift	44 = Shift Varies	50 = Weekend
24 = Second Shift	84 = Shift Varies and Weekend	64 = Second Shift Weekend
34 = Third Shift		74 = Third Shift Weekend

Click **Save** button and clear both warning messages.

Coding the shift premium:

Code	Time Sheet Entry
10 24 34	Employee is <u>not required</u> to enter shift premium hours on their time sheet. KHRIS uses the Shift Premium indicator (10, 24, or 34) to determine the premium pay.
44	Employee is <u>required</u> to use an attendance code (2NDH if they worked second shift or 3RDH if they worked third shift) with their recorded worked hours to determine shift premium pay.
84	Employee is <u>required</u> to use an attendance code (2NDH or 3RDH shift variable and weekend code 4WKH)
50 64 74	Employee is <u>required</u> to use the weekend premium code (4WKH) with their recorded worked hours to determine weekend premium pay. For 64 or 74 KHRIS determines the shift premium portion for hours worked on Saturday and Sunday. (For example: 1REG for 8 hours and 4WKH for 8 hours).

How shift Premium is processed with 6ADL:

COMPARISION 1: Overtime evaluted as straight comp

A/A...	Total	SU	MO	TU	WE	TH	FR	SA	S
	360	24	24	24	24	24	24	24	24
	98.50	0	7.50	7.50	7.50	15.50	7.50	0	
1REG	75		7.50	7.50	7.50	7.50			
6ADL	8					4			
2NDH	4					2			
3RDH	4					2			
COMP	7.50						7.50		

Regular hours 1REG (WT9200) are evaluated as 30.00 hours (7.50 per day Mon-Thr).

2NDH and 3RDH premium shift hours are evaluated and passed as straight hours because the 40 physical hours of the week had not been reached.

COMPARISION 2: Overtime evaluated as comp and 1.5

A/A...	SU 04/08	MO 04/09	TU 04/10	WE 04/11	TH 04/12	FR 04/13	SA 04/14	S
	24	24	24	24	24	24	24	
	0	7.50	7.50	7.50	15.50	7.50	0	
1REG		7.50	7.50	7.50	7.50	7.50		
3RDH					4			
6ADL					4			
4WKH								

Regular hours 1REG (WT 9200) are evaluated as 37.50 hours (7.50 per day Mon-Fri). The overtime is evaluated on the day it was worked. On Thr the 4.00 hours of 6ADL is evaluated as 2.50 hours comp earned (WT 2220), and evaluate 1.50 hours at time and half (WT 2082). It also processed the shift premium the same way on Thr. 2.50 hours of shift is processed as 2.50 hours of straight pay (WT 2002) and 1.50 hours are processed as OT rate (WT 2111).

COMPARISION 3: Overtime evaluated as comp and 1.5

A/A...	Total	SU 04/22	MO 04/23	TU 04/24	WE 04/25	TH 04/26	FR 04/27	SA 04/28	S
	360	24	24	24	24	24	24	24	
	108.50	0	7.50	17.50	7.50	15.50	7.50	0	
1REG	82.50		7.50	7.50	7.50	7.50	7.50		
6ADL	13			5		4			
2NDH	7			3		2			
3RDH	6			2		2			

Regular hours 1REG (WT 9200) are evaluated as 37.50 hours (7.50 per day Mon-Fri). The overtime is evaluated on the day it was worked. The 5.00 hours of 6ADL on Tuesday was evaluated as 2.50 hours to straight comp (WT 2220) and 2.50 hours at Overtime 1.5. (WT 2082). The Premium will be evaluated as the OT 1.5 hours first then the rest evaluated as the straight hours. It evaluated 3.00 2NDH hours on Tue as (2.50 hours at Overtime 1.5 (WT 2110) 1.5 and .50 hour as straight hour (WT 2001)). It also evaluated 2.00 3RDH hours at Overtime 1.5 (WT 2111) on Tue. On Thr it evaluated 2.00 2NDH hour as OT 1.5 (WT 2110) and 2.00 3RDH hours as OT 1.5 (WT 2111).

COMPARISION 4: Overtime evaluated as comp and 1.5 during a split week

A/A...	Total	SU 02/26	MO 02/27	TU 02/28	WE 02/29	A/A...	Total	TH 03/01	FR 03/02	SA 03/03
	336	24	24	24	24		360	24	24	24
	119.50	0	15	15	19		206.75	15	0	27.50
1REG	67.50		7.50	7.50	7.50	1REG	87.25	7.50		7.50
2NDH	27.50		7.50		6	2NDH	81.25	4		5
3RDH	11.50			7.50	6	4WKH	22.50			7.50
6ADL	9				4.5	6ADL	4.50			2.50
						COMP	2.75			
						3RDH	8.50	3.50		5

The first period:

Regular hours 1REG (WT 9200) are evaluated as 22.50 hours (Mon 7.50, Tue 7.50 Wed 7.50). The premiums for 2NDH and 3RDH hours are evaluated as straight hours for this period. 2NDH hours evaluated as 7.50 on Mon and 6.00 on Wed. 3RDH hours evaluated as 7.50 on Tue and 6.00 on Wed. Any adjustment will be made during the next pay period, if needed. It will also hold the 4.50 6ADL hours worked on Wed, until completed week is evaluated during the next pay period.

After the second pay period is evaluated:

Regular hours 1REG (WT9200) are evaluated Mon – Sat as 7.50 hours per day. Next the 6ADL hours are evaluated. The 4.50 hours on Wed is evaluated as (2.50 hours is evaluated as comp, the next 2.00 hours are evaluated as Overtime) the 2.50 hours of 6ADL work on Sat is evaluated as Overtime. The premium hours are evaluated as OT hours when an OT

rate is calculated for 6ADL (Wed 2.00 hours are evaluated as the OT rate and 2.50 on Sat are evaluated as OT rate). All other premium hours are evaluated as straight premium hours. Only 2.50 hours are evaluated as the OT rate on Saturday so 2.50 hours of Weekend premium will be evaluated as the OT premium rate. The remaining 5.00 hours will be evaluated as straight premium rate.

Although the premium hours passed on Wednesday during the first period are passed as straight, when the second pay period is evaluated the premium hours on Wednesday are evaluated and 2.00 hours are evaluated as OT 1.5. The premium hours that were evaluated as straight hours for the first pay period Wed will be corrected and the difference between the OT rate and straight rate are paid in the second period.